



**QUABBIN REGIONAL SCHOOL DISTRICT**  
**School Committee Minutes**  
**Thursday, September 14, 2017**  
**Educational Support Center**

**PRESENT**

|            |                         |                       |
|------------|-------------------------|-----------------------|
| Chair      | Lee Wolanin             | Member, Barre         |
| Vice-Chair | Mark Brophy             | Member, Barre         |
|            | Dr. Richard Allan       | Member, Barre         |
|            | Debra Chamberlain       | Member, Hubbardston   |
|            | William Hansen          | Member, Hubbardston   |
|            | Edward (Ned) Kelly      | Member, Hardwick      |
|            | Jason Leclair           | Member, Hubbardston   |
|            | David Marsh             | Member, Barre         |
|            | Walter Nutter           | Member, Oakham        |
|            | Marcelino (Tex) Sarabia | Member, Hardwick      |
|            | Geoffrey Spier          | Member, Hardwick      |
|            | Peggy Thompson          | Member, New Braintree |
|            | Mark Wigler             | Member, Hubbardston   |

**ALSO PRESENT**

|                                 |                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------|
| Superintendent of Schools       | Dr. Maureen Marshall                                                               |
| Assistant Superintendent        | Sheila Muir                                                                        |
| Dir. Of Administrative Services | Cheryl Duval                                                                       |
| District Administrators         | J. Vincentsen; J. Peterson; S. St. George; T. Worthington; G. Devine; S. Musnicki; |
| QRTA President                  | Evan Barringer                                                                     |
| QRSD Staff                      |                                                                                    |
| Press                           | Ellie Downer; Bradford Miner                                                       |
| Parents                         |                                                                                    |

**ABSENT**

1. The Chair called the reorganizational portion of the meeting to order at 7:00 p.m.  
Nominations for Chair:

Mr. Brophy nominated Lee Wolanin as Chair. Dr. Allan seconded the nomination.  
Mrs. Chamberlain nominated Mark Brophy as Chair. Mr. Sarabia seconded the nomination.  
A secret ballot was conducted with the results as follows:  
Mr. Wolanin – 7 votes  
Mr. Brophy - 2 votes  
Dr. Allan – 1 vote  
Abstentions - 2  
Mr. Wolanin was elected Chair.

Mr. Wolanin chaired the remainder of the meeting.

Nominations for Vice Chair:

Dr. Allan nominated Mark Brophy as Vice Chair. Mr. Wolanin seconded the nomination.

No other nominations were made.

Mr. Brophy was elected Vice Chair with one abstention by Mr. Sarabia.

Appointment of Parliamentarian, Treasurer, Assistant Treasurer, and Secretary:

A motion was made by Dr. Allan and seconded by Mr. Kelly to appoint Dr. Maureen Marshall as parliamentarian.

No other nominations were made.

Dr. Maureen Marshall was elected Parliamentarian by unanimous vote.

A motion was made by Mr. Kelly and seconded by Dr. Allan to appoint Ronald Christensen as Treasurer.

No other nominations were made.

Mr. Christensen was elected Treasurer by unanimous vote.

A motion was made by Dr. Allan and seconded by Mr. Kelly to appoint Kathleen Bourcier as Assistant Treasurer.

No other nominations were made.

Ms. Bourcier was elected Assistant Treasurer by unanimous vote.

A motion was made by Dr. Allan and seconded by Mr. Kelly to appoint Jessica Bennett as Secretary to the School Committee.

No other nominations were made.

Ms. Bennett was elected Secretary to the School Committee by unanimous vote.

## 2. APPROVAL OF MINUTES

- A motion was made and seconded to approve the minutes of June 28, 2017.  
The motion passed by a vote of 11-0-2 with Dr. Allan and Mr. Hansen abstaining.

Chairman Wolanin also distributed the Subcommittee list in order for members to choose the subcommittees they wish to serve on.

## 3. ADMINISTRATIVE REPORTS

### a) Superintendent of Schools

- Superintendent's Report
  - Opening Day Enrollments – Official numbers will not be certified until October 1. Preliminary numbers show a loss of approximately 50 students.
  - New Staff Reception – The District has approximately 30 new staff members. At the next meeting of the School Committee on October 12<sup>th</sup>, a New Staff Reception will be held prior to the meeting from 6:00 – 6:45. This will give staff and committee members an opportunity to meet each other.  
Jill Peterson, who replaced Cherie McComb at Hubbardston was introduced to the committee. Shelly St. George, principal at Hardwick was unable to attend this evening due to open house.
  - Regional Enrollments – Dr. Marshall is getting responses from Wachusett, Quaboag, Mahar and Oakmont who are eager to meet with Administration
  - Update – School Resource Officer – Dr. Marshall has had numerous discussion with Chief Carbone. The present MOU will be presented to the Policy and Review/Reform subcommittee

at their meeting on October 2<sup>nd</sup>. Sgt. Recos is currently at the school on a part time basis providing opportunities to build relationships with staff and students.

- Dr. Marshall commended Stacy Skerry, Transportation Manager with her ease in getting stops taken care of over the summer and a smooth opening day of bussing.
- Dr. Marshall also commended Clare Barnes and the entire facilities crew for their hard work in getting buildings prepared and moving programs across the district.

b) Assistant Superintendent

- Assistant Superintendent Report

- What happened to our elementary “specials”

- Digital Literacy at Elementary Level – the media program has been changed to digital literacy in grades k – 2 once a week.
- STEM Program at Elementary level - Grades 3 – 6 are in the new STEM program where they are learning about the engineering design process. The STEM teacher is working with WPI to build this program.
- Art & Humanities at Elementary Level – Grades K – 3 have a new art and humanities program with the emphasis on art thru world culture. The District is trying to build an integrated curriculum with the addition of social studies at this level.
- Music Revisions at Elementary Level – all students have access to performance ensembles during the school day. All students will learn recorder, violin, trumpet and vocal throughout the year. We are very fortunate at the work that Toni Brown has done. Last year we were barely able to hold onto the specials

- Summer Professional Development – We are currently piloting Eureka Math at the MS/HS. Twenty-one (21) teachers volunteered to pilot in grades K – 6. This is a program that is new to teachers, parents, and students. All teachers feel positive with engagement by students. Eureka math is the most highly recognized math program which is most aligned with math standards. The cost of this program is in our copy center along with the purchase of some manipulatives for students at a cost of \$3,000 – \$5,000. The cost to copy in house is significantly lower than purchasing. Students and parents can also go online for the program. This program has been adopted in grades 7-12 and piloting in grades K-6. The District will evaluate performance of students throughout the school year. An intervention program has been implemented at the MS with a literacy program.

Dr. Allan requested a summary of courses we are reimbursing for, and is happy to know that there is improved education ongoing throughout the district.

c) Director of Administrative Services

- Presentation of Warrants – For FY17 Payroll Warrant 27 and AP warrants 27A & 27B and for FY 18 Payroll Warrants 1 – 6 and AP warrants 1A, 1A supplemental, 2A,2B, 3, 4A, 4B, 5, 6A & 6B were approved by the warrant subcommittee.
- Director’s Report – Mrs. Duval reported that DESE has changed function codes in order to align with EPIMS for the end of year report. Our chart of accounts will be changed for Curriculum, Specialist Teachers, Subs, and Professional Development. When the FY18 budget was completed, negotiations were not complete and had all in one line. These have now been disbursed.
- FY18 Budget Transfer Request - Director Duval discussed budget transfers that need to be made in the amount of \$126,917 due to an error in budgeting for the transportation contract as follows: Transfer \$126,917 from Special Education line 2100-3200 Instructional Support and \$42,162 Undesignated and Regular Education line 2100-3200 Instructional Support to Undesignated and Regular education as follows: \$25,551 to 1000-1435 District Administration; \$10,520 to 1450/2250 Technology; \$59,495 to 3300 Transportation Services; \$3,095 to 3510-3520 Athletics and Student Activities; \$3,443 to 3600 School Security; \$54,974 to 4100-4300 Facilities and \$2,000 to 5000 Benefits.
- Motion made by Mr. Brophy and seconded by Mr. Sarabia to transfer \$126,917 as listed above. Due to conflicts of interests of some members of the School Committee, the Committee will vote on the following appropriation category independently of the total budget appropriation:

Line 3510-3520 Athletics and Student Activities in the amount of \$3,095. A roll call vote was taken: Dr. Allan – yes; Mr. Marsh – yes; Mr. Brophy – yes; Mr. Kelly – yes; Mr. Sarabia – yes; Mr. Spier – yes; Mrs. Chamberlain – yes; Mr. Hansen – yes; Mr. Leclair – yes; Mrs. Thompson – abstain; Mr. Nutter – yes. Motion passed by a roll call vote (weighted vote 11.01)

- The subcategories of the budget were approved by the remaining School Committee members; therefore, the conflict of interest statute allows all members to take action on the budget transfer total of \$126,917. A roll call vote was taken: Mr. Marsh – yes; Mr. Brophy – yes; Mr. Deschamps – yes; Mr. Kelly – yes; Mr. Sarabia – yes; Mrs. Chamberlain – yes; Mr. Leclair – yes; Mrs. Thompson – yes; Mr. Nutter – yes; Chairman Wolanin – yes. The motion passed by a unanimous roll call vote (weighted vote 12.00).
- Report – Cafeteria operations – Mrs. Duval reported that the cafeteria served 500 reimbursable meals last week. Mrs. Duval asked the committee for approval to send a note of appreciation to the food service employees.  
Motion made by Dr. Allan and seconded by Mr. Kelly to approve Mrs. Duval’s request to send a note of appreciation to the food service employees. Motion passed unanimously.
- Audit update – Audit should be completed for presentation at the October meeting. A meeting of the Audit subcommittee prior to the full committee meeting will be required.
- Mrs. Duval also reported that the Quabbin Regional School District had received an A1 rating from Moody’s Report.

d) Teacher Advisory Council – no report was given

e) Student Advisory Council – no report was given

#### 4. SUBCOMMITTEE REPORTS

- a) Administrative Review
  - No report was given
- b) Audit
  - No report was given
- c) Budget
  - No report was given
- d) Central Office
  - Central Office met over the summer and 7/6 and again on 8/3 and had a conference call with Laurie Likus from DESE who will help the District look at the process of developing a Strategic Plan. We are able to do this ourselves with teacher perspectives, parent perspectives, and community perspectives.
  - Mr. Brophy spoke in regard to the Superintendent search. The committee met with MASC and NESDEC in regard to how we want to move ahead with the search. Our choices are to hire a firm to work with us, do a search ourselves with MASC as a resource, or, if strong leadership inside, do that in a fair and open way.
  - Mr. Brophy updated the committee on the Superintendent’s evaluation. In summary, Dr. Marshall’s evaluation was exemplary. She is a strong advocate for education, but must continue to involve parents.
- e) Collective Bargaining
  - Ongoing negotiations with paraprofessionals.
- f) Elementary Schools
  - No report was given.
- g) Plant & Facilities
  - The plant and facilities department were commended on their work over the summer with the moves within the district as well as their exemplary job of cleaning.
- h) Adhoc OCS Asbestos Abatement
  - Quotes will be opened on October 4<sup>th</sup>. A decision will be made by the complete committee for the contract award. It is the hope that all the work will be completed by Thanksgiving,

but the move back into the building will be determined with the teachers and administration as to what is best for the students.

Under AHERA, the School Committee and district need to ensure that students and teachers are returning to a safe environment. The district holds the liability if the building is not proved to be safe.

- i) Policy Review/Reform
  - No report was given. First meeting will be held on October 2<sup>nd</sup>.
- j) Special Education
  - No report was given.
- k) Task Force
  - A lengthy discussion with CMRPC was held on August 23<sup>rd</sup> to discuss scope of services and the Task Force voted to move ahead with CMRPC. There are four parts to the scope:
    - a.) Space use alternative
    - b.) Regionalization shared strategy within the 5 member towns
    - c.) Economic development
    - d.) District and surrounding districts for collaboration
- l) Tehcnology
  - No report was given.
- m) Solar/Retrofit
  - Will be removing from agenda

## **5. UNFINISHED BUSINESS**

## **6. PUBLIC COMMENT**

## **7. SCHOOL COMMITTEE CONCERNS**

- Question was raised as to the new absentee regulations at the high school. Mr. Devine explained that each student is allowed 3 unexcused absences or tardies. On their 4<sup>th</sup> unexcused absence or tardy, student receives two weeks of social suspension. If a student is ill, a parent can write a note with that explanation and the absence or tardy will be excused. Essentially, each student is allowed 9 unexcused absences over the school year. At this time, the regulations seems to have a positive impact on attendance and tardies.

## **8. NEW BUSINESS**

- Request for Approval: NJROTC Field Trip Approval for 2017-2018 School Year – Captain Brennock outlined the activities and field trips planned for this school year. Some trips are in state, some out of state, and a trip to Normandy which had received prior approval from the Committee. Motion made by Dr. Allan and seconded by Mr. Brophy to approve the NJROTC trips for 2017-2018 with the usual provisos. Motion passed unanimously
- Appointment of District Representative to FLLAC Board of Directors Motion made by Dr. Allan and seconded by Mr. Brophy to appoint Superintendent Maureen Marshall as the Quabbin Regional School District Representative and Assistant Superintendent Sheila Muir, Alternate District Representative to the FLLAC Board of Directors for the 2017-2018 school year Motion passed unanimously
- Introduction of SEPAC members and update Sandy Gregory is co-chair of SEPAC (Special Education Parent Advisory Council) along with Morgan Brinker. This group is a parent network group with over 15 members. The group has monthly presentations, ex. How to process 504s and IEPs, etc. The group began an award program for the district – the Above and Beyond Award. This is in recognition of staff members who go above and beyond for their students.

## **9. REQUEST FOR EXECUTIVE SESSION**

- A motion was made by and seconded to enter into executive session to consider the purchase, exchange, rental/lease or value of real property.

The Committee will return to open session.

The motion passed unanimously by a roll call vote.

Motion made by Dr. Allan and seconded by Mr. Brophy to adjourn executive session at 9:14 p.m.  
The motion passed unanimously.

The meeting returned to open session at 9:15 p.m.

## **10. ADJOURNMENT**

A motion was made and seconded to adjourn.

The motion passed unanimously.

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

Jessica Bennett, Secretary